



## Job Description

### **SUBSTANCE USE INTERN**

#### **GENERAL DESCRIPTION**

An internship is an unpaid position. Internships are typically a minimum of three (3) months. The specific tasks of an intern depend on the current needs of the Substance Use Disorders Treatment Program but are most often related to case management. Interns typically work 20 hours per week. SUD Internships require the intern to actively be seeking their SUD certification. Reports to the Associate SUD Department Director.

#### **MAJOR RESPONSIBILITIES - Specific to this position**

- Provides all services utilizing a strengths-based, family-focused and integrated approach
- Provides services in a culturally competent manner
- Provides counseling and related services to children, youth and families as assigned
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

#### **MAJOR RESPONSIBILITIES – Agency in general**

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Maintain a positive attitude and represent the agency with pride
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, managers, or directors that furthers the success of programs and/or the agency.

## MINIMUM REQUIREMENTS

- If in recovery from substance use, must have been clean and sober for the prior two years
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Prompt and consistent attendance during scheduled working hours
- Enrollment in school to obtain a SUDPT/SUDP
- Previous human service experience preferred
- Experience with diverse client groups preferred
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

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CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and have fun.